

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

MEETING SUMMARY

*Public Health Auditorium
1601 East Hazelton Avenue
Stockton, CA 95202*

Thursday, July 12, 2001 – 7:00 a.m.

(APPROVED August 9, 2001)

1. Meeting was called to order by Vice Chair Fujii at 7:03 a.m. Commissioners Adubofour, de Polo, Dei Rossi, Flenoy-Kelley, Snider, Vera, Vice-Chair Fujii were in attendance. Commissioner Gutierrez was absent and Chair Mitchell was excused. Vice Chair Fujii asked that it be noted that they had a quorum.
2. Vice Chair Fujii requested a moment of silence in honor of Robert Driscoll, an integral part of the San Joaquin County Children and Families Program. *Motion: Name the Mini-Grant the Bob Driscoll Mini-Grant. (de Polo/Dei Rossi – Motion carried 7-0)*
3. **Approval of Meeting Summaries June 14 and June 25, 2001**
Motion: Approve minutes of meeting of June 14, 2001. (Snider/Flenoy-Kelley - Motion carried 7-0)
Motion: Approve minutes of meeting of June 25, 2001. (Vera/Dei Rossi - Motion carried 7-0)
4. **Program Coordinator Report**
Highlights included:
 - RSVP's requested for the retreat on Saturday, July 28th. This retreat meeting will be addressing integrated systems. Commissioner's Snider and Dei Rossi are unable to attend. Commissioner Flenoy-Kelley remained tentative.
 - Board of Supervisors approved Round 2 contracts and Mini-Grant agreements on Tuesday, July 10th. Orientations will be at the end of the month, Commissioners were encouraged to attend. The Board has also approved the addition of a fiscal person and another Program Assistant to the program staff, but hiring will be several months away.
 - Commissioners were encouraged to attend the State Commission meetings – dates provided in the PC written report.

5. Approve Public Health's request to meet with Program Coordinator after RFP deadline concerning review panel comments. Dr. Tim Livermore and Diana Stern presented reason for requesting the review meeting as a means to write a better proposal for the next round of funding. They had misinterpreted the directions in the notification letter. There was discussion to clarify the policy and process of this type of request.

Motion: Approve Public Health's request to meet with the Program Coordinator (Snider/Vera – motion carried 6-1; Adubofour, de Polo, Flenoy-Kelly, Snider, Vera and Fujii –yes; Dei Rossi - no)

6. Approve APSARA's request to meet with Program Coordinator after RFP deadline concerning review panel comments. Sovanna Koeurt, APSARA Director, explained she was ill and unable to meet deadline.

Motion: Approve APSARA's request to meet with the Program Coordinator (Flenoy-Kelley/Adubobfour – motion carried 6-1; Adubofour, de Polo, Flenoy-Kelly, Snider, Vera and Fujii –yes; Dei Rossi - no)

7. Approve Local Child Care Planning Council's request to meet with Program Coordinator after RFP deadline concerning review panel comments. Sharon Rickwald, Early Childhood Education Coordinator for the County Office of Education, presented their request for permission to review the panel comments. It was noted that Commissioner Dei Rossi had a conflict of interest and recused himself from the vote.

Motion: Approve Local Child Care Planning Council's request to meet with the Program Coordinator (Snider/Flenoy-Kelley – motion carried 6-0; Commissioner Dei Rossi abstained)

8. Revise allocation for Technical Assistance Training RFP. The PC offered some alternatives to make the RFP more attractive to prospective training organizations. The P.C. requested that the amount payable from the RFP be increased by \$15,000 making our contribution \$60,000 instead of \$45,000, regardless of any collaboration with other agencies. Discussion included clarification on what the State Commission's Technical Training provides to county commissions and community based organization, with clarification that the technical assistance the State provides is geared toward the county commissions. The goal of the proposal is to contract with an organization to organize and set up technical assistance training for our contractors.

Motion to table until more information is available from other agencies on collaborating (Flenoy-Kelley/de Polo, motion was rescinded upon clarification that

the request was to increase the dollar amount of the technical assistance training request for proposal)

Counselor McGrew explained the options available to the commission and what those options would mean to the commission as far as committing funds.

Motion: Proceed with collaboration with other agencies and as requested to increase the funding for the RFP with a range of \$45,000 to \$60,000 (Snider/Dei Rossi – motion carried 7-0)

9. Report on School Readiness follow up and appoint ad hoc committee on the commission's school readiness initiative. Vice Chair Fujii asked for volunteers for this committee and Commissioners de Polo and Dei Rossi volunteered. Joan Richards, Family Resource and Referral Center and Perfecto Munoz, Health Plan of San Joaquin, also volunteered and were appointed to the committee.
10. Adopt Policy concerning Commission sponsorship of events. Commissioners and the PC discussed the draft written policy presented to the Commission. PC noted that several counties are using Prop. 10 funds for sponsorship, with and without policies. Discussion included the need to get our name out to the public and the impact that could have on our target age group, using our logo as a requirement of sponsorship, a \$20,000 spending cap from the trust fund, allowing PC discretion as to what is appropriate to our strategic plan and a few technical changes regarding limitations to the language in the policy.

Motion: Adopt policy on sponsorship with stated amendments to form and language and giving PC approval authority (Adubofour/Dei Rossi – motion carried 7-0).

11. Harder & Co quarterly report on evaluation efforts. Pablo Stansbery reviewed his written quarterly report and the contractor outcomes summary sheet (these handouts were included in the commissioner packet) and outlined the objectives and strategies of each contractor to date. The next 2 sessions with the contractors will be designing surveys and other data collection materials. The sessions after that will emphasis management of that data.

The Commission was very interested in what the results of this data will show and discussed some ideas on what they would like to see and how this information is critical to the development of programs in our county.

12. Establish Evaluation Committee. Pablo Stansbery stated that several competitors are marketing their web based evaluation collection and data software to Commissions. An evaluation committee was discussed as a means of evaluating

the systems and asked that the Commission offer volunteers to research the options. Commissioner Adubofour and Chairman Mitchell were volunteered for this project. Other community members will be contacted as well.

Paul Harder shared that the outcomes reports represent what the Commission has paid for up to this point and summarizes the first rounds of funding, and brings up the fact that we need to be realistic in our expectations of the programs. The Commission thanked Harder + Co. for the excellence of their work.

13. In Service presentations by Lao Khmu Association and Public Health/ C.O.P.E. Robert Khoonsrivong presented new brochures created to promote their project and discussed the challenge of overcoming cultural issues that involve substances that, with over use, become addictive. Their goal with their program is to interrupt this cycle with the children. He also emphasized how they work with other community based organizations toward this goal.

Veronica Pehl with Public Health/C.O.P.E. handed out packets of information that are given to expecting women. She explained that 30% percent of pregnant women do not receive prenatal care in the first trimester, which may lead to a higher rate of low birth weight and other complications for newborns. Their goal is to find these women and educate them on what resources are available to them.

14. Report on Strategic Planning follow up. Paul Harder updated on what was discussed at the Strategic Planning meeting held on the June 27th and the goal and agenda for the upcoming retreat on July 28th.

15. Public Comments

Susan de Montigney of Public Health commented on how WIC fits into their organization and described other community services that PH is focusing on incorporating into their services.

16. Commissioner Comments

None

17. Meeting was adjourned to **July 25, 2001, 5 p.m. Cal WORKs Employment Center**, 900 E. Oak St., 2nd floor, Room 203, Stockton, CA

Motion: (Dei Rossi/Snider - Motion carried 7-0)

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

————— MEETING SUMMARY —————

*O'Connor Woods North Clubhouse,
3400 Wagner Heights Road, Stockton, CA 95209
Saturday July 28th, 2001 – 8:30 a.m. – 1:00 p.m.
(Approved August, 9, 2001)*

1. Commencement of Meeting – Roll Call

Meeting was convened by Bill Mitchell, Chair. Those in attendance were John Fujii, Bill Mitchell, Mary Flenoy-Kelley, Dr. Abudabfour and Sue de Polo. Commissioners Gutierrez, Vera, Snider and Dei Rossi were excused.

2. Overview of Workshop on Strategic Plan revision

Paul Harder began the discussion with a brief overview of the agenda. The three major topics of discussion were:

- Creating a Comprehensive & Integrated Service System
- Building Service Provider Capacity
- Commission Self-Assessment

3. Creating a Comprehensive & Integrated Service System

Paul Harder also reviewed the service system recommendations from the Strategic Plan. The Commission agreed to focus on a few of the recommendations, and acknowledged that the 17 recommendations were focused on both system wide issues (level 1) and the integration of Prop 10 services (level 2) with the 17 recommendations compiling a hypothetical ideal situation. These priorities are listed on the attached sheet.

The Commission acknowledged that their role in encouraging and supporting this system needs to first focus on the Prop 10 circle (funded agencies) and that they have no authority to mandate other agencies and programs as part of their recommendations. It was acknowledged that other agencies should be encouraged to be involved in the system wide process.

The Commission also acknowledged the need to allocate funds for this process, with specific funding levels to be decided later in the summer after the review of priorities. The Commission discussed the need to encourage collaboration, stimulation and support of coordinating services. They also discussed the need

of each service provider using a consistent plan of case management and be responsible for case management follow up after every referral that is made.

The Commission also discussed the transportation issue. They discussed the need to review what has worked in the past with HSA and work with Community Partnership for Families, Health Access & SMART to collaborate on this issue.

3. Building Service Provider Capacity

Service Provider capacity building was the next topic of discussion. Paul Harder had put together a concept paper the Program Coordinator and HSA are in process of reviewing. The Commission was reminded that only two agencies submitted proposals in response to the RFP for Technical Assistance Training. The Commission would like to hold each agency accountable for training staff and staff development. A list of service provider technical assistance needs the Commission wants to promote was discussed (see attached sheet).

Discussion took place on the opportunities the Commission has to increase cultural competency. The Commission made a commitment in the Strategic Plan to provide these trainings. Conversations took place on the need to provide a more specific definition of it as well as the need to "concretize" the concept in the RFP (i.e. a checklist). There was also agreement on having minimum set on standards that would allow the Program Coordinator to hold agencies accountable. The Commission agreed that the need to promote capacity building among the contracted agencies was important and discussed the issue of the need for funding for this area.

5. Commission Self-Assessment

The Commission discussed questions relating to a self-assessment. They reviewed the most important accomplishments since establishment (see attached sheet).

The Commission acknowledged the need to increase attendance at meetings. Discussion of the time and place of Commission meetings took place, with the acknowledgement that the monthly meetings were viewed as administrative meetings and that the meetings were established for the Commissioners. Yet, the Commission also acknowledged the need to have community input and discussed the possibility of having quarterly meetings in the community (with existing groups) to address this issue. The Commission also reviewed various possibilities in making the meetings more effective, including the change of seating (from a formal setting to more informal), with an acknowledgment that the Commission meetings are business meetings.

Roles of the Commission and Program Coordinator were discussed, with a general consensus that the Commission would like the following:

- A stronger role for the Program Coordinator in the review panel process (completing an objective checklist of proposals and systems integration issues) – the PC will follow up with Sacramento County on obtaining their checklist
- Recommendations from the PC when options are presented to the Commission on various items
- A stronger leadership role from the PC on policy issues

Paul Harder agreed to submit a report of the results of the workshop to the Commission.

- 5. The meeting adjourned around 1:15 p.m. to the next Commission meeting scheduled for Thursday, August 9th, 2001 at the Public Health Auditorium (1601 E. Hazelton Avenue) at 7:00 a.m.**